

GUIDE FOR USING CASHLESS PAYMENTS:

The website for cashless payments is: <https://cashless.windsor-forest.ac.uk>

You will use this to purchase BCA bus passes, buy parking permits, pay for trips and visits, purchase printing credits and course materials, books, and equipment.

Every student at all 4 campuses needs a cashless payment student login because everyone will need to use the site during their career at Windsor Forest Colleges Group.

Please note that to top up your student ID badge for cashless catering you will need to use the iPayImpact platform – details for cashless catering can be found at – <https://www.bca.ac.uk/student-information/attending-college/payments/>

Note you will not be able to log onto iPay until late August.

How to login and set up your PayMyStudent Cashless account if you are a student –

Login with your college account information by clicking on ‘Sign in with Microsoft’.

By logging in with your college account all your purchases are linked with your student number – this ensures that we can correctly identify your purchase and print the correct bus pass for you. We therefore ask that students **don't** create accounts that are with personal email addresses.

The screenshot shows the top navigation bar with logos for Langley College, Strode's College, and Windsor College. A search bar is present with a 'Search' button. A 'LOGIN/REGISTER' button is highlighted in yellow. A shopping basket icon shows 'Your Basket £775.00' with a '1' in a red circle. Below the navigation bar is a dark grey header with 'Browse categories' and 'HOME MY PRODUCTS'. The main content area is titled 'Home > Login/Register' and contains three columns: 'Microsoft account' with a 'Sign in with Microsoft' button, 'Register' with fields for First Name, Last Name, Email Address, and Password, and 'Login' with fields for Email Address, Password, and a 'LOGIN' button.

Please click sign in with Microsoft and enter your college email address and password:



Sign in

275451@windsor-forest.ac.uk

[Can't access your account?](#)

Next

Windsor Forest Colleges Group

Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College

If prompted please log in using your College Email and Password.



Sign-in options



Sign in

275451@windsor-forest.ac.uk

[Can't access your account?](#)

Next

Windsor Forest Colleges Group

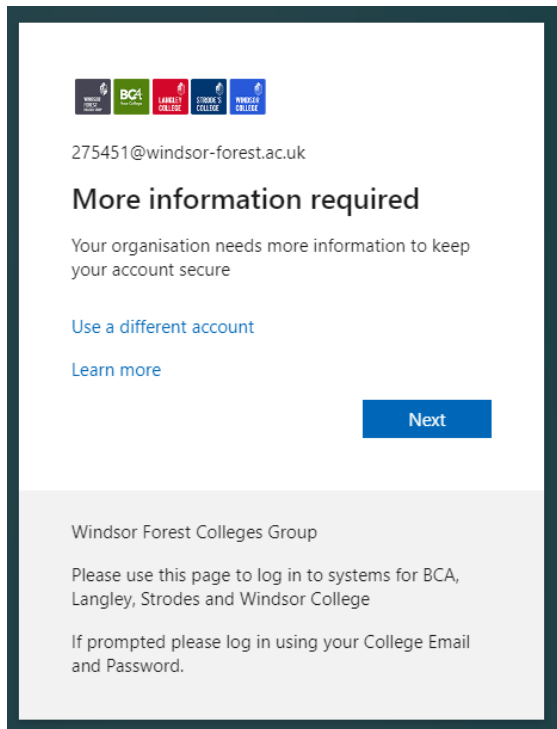
Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College

If prompted please log in using your College Email and Password.



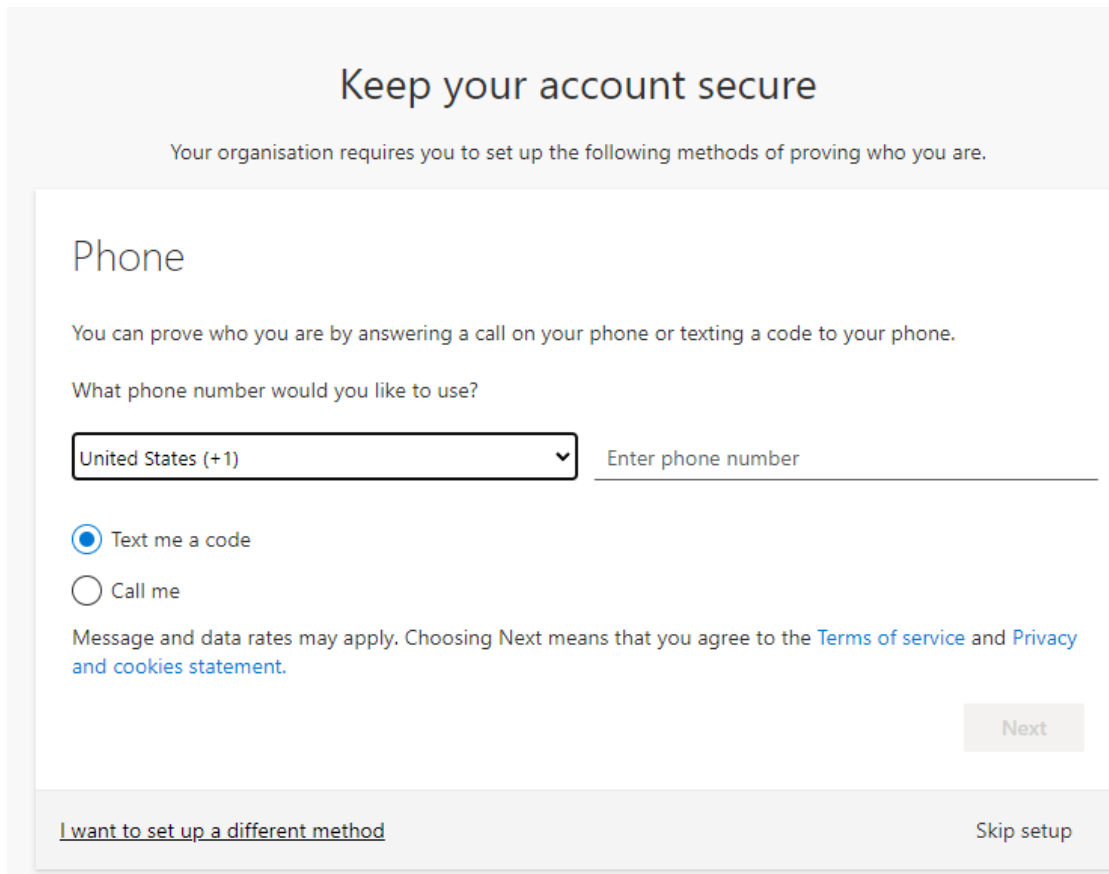
Sign-in options

Please select Next to provide more information so that your college Microsoft account can be kept secure:



The screenshot shows a Microsoft account security page. At the top, there are logos for Windsor Forest Colleges Group, BCA, Langley College, Strodes College, and Windsor College. Below the logos is the email address 275451@windsor-forest.ac.uk. The main heading is "More information required". Below this, it says "Your organisation needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". A blue "Next" button is positioned to the right. At the bottom, there is a grey box with the text: "Windsor Forest Colleges Group", "Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College", and "If prompted please log in using your College Email and Password."

Please select the country code for your mobile number and your mobile number that you can receive text messages on:



The screenshot shows a Microsoft account security page titled "Keep your account secure". Below the title, it says "Your organisation requires you to set up the following methods of proving who you are." The main heading is "Phone". Below this, it says "You can prove who you are by answering a call on your phone or texting a code to your phone." There is a question "What phone number would you like to use?". Below this is a dropdown menu showing "United States (+1)" and a text input field labeled "Enter phone number". There are two radio buttons: "Text me a code" (selected) and "Call me". Below the radio buttons, it says "Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#)." At the bottom right, there is a grey "Next" button. At the bottom left, there is a link "I want to set up a different method". At the bottom right, there is a link "Skip setup".

Enter the code received to complete the registration –


Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Success!


Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+44 07 [REDACTED]

[Done](#)

Select Yes to stay signed in:



275451@windsor-forest.ac.uk

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

[No](#) [Yes](#)

Windsor Forest Colleges Group

Please use this page to log in to systems for BCA, Langley, Strodes and Windsor College

If prompted please log in using your College Email and Password.


How to link parent/student accounts

Parents / carers will need to log in by creating an account by completing the register section.

Home > Login/Register

Microsoft account

Login using your college Microsoft account. You can only use this button if you are enrolled and have already accessed your college email account.

 [Sign in with Microsoft](#)

Register

If you don't have a college Microsoft account yet then please use this form to register

Register with a valid email address and create a secure password. You will be able to link to your student account, if you have one, on the next page

First Name

Last Name

Email Address

Password

Login

Use your college Microsoft account to login if you have one or Login with username and password created when you registered

Email Address

Password

Forgotten Password

[LOGIN](#)

Once you are logged in as a parent/guardian you need to link your account to a student – please ensure that you do this so that we can track purchases to students and print the correct bus pass, and car parking pass etc. To link your parent account to a student, once you are logged in, please click on the **My Account** text in the top right.


LANGLEY COLLEGE STRODE'S COLLEGE WINDSOR COLLEGE


Search the store [Search](#)

[My Account](#) or Logout [Your Basket](#) £775.00

[Browse categories](#) [HOME](#) [MY PRODUCTS](#)

Don't forget your **SIXTH FORM** stationery...



 Windsor Campus - Replacement ID Badge
£2.00

From your account page you will see the 'linked students' option on the lefthand side.

Click on linked students and then the box to 'Link A Student Record' will be available.

Home > My Account

- ORDERS
- LINKED STUDENTS**
- LOGOUT

Students

Student #	DOB	Name	Validated
No students linked to this account			

LINK A STUDENT RECORD

ADDRESS

Head Office,
Langley College,

INFORMATION

Terms and Conditions
Refunds

PAY USING



Enter your student's information:

Home > Link your student record

Link your student record

You already have an account but to be able to access student based items in the store, you must link your store account to your student account with your college.

Enter your student number and date of birth and we will try to locate your student record. If successful, we will send you an email to the email address stored by the college containing a code.

Please ensure you have access to the email account that the college have on file for you.

Make the link

Student Number

Your student number

Date Of Birth

Your date of birth

NEXT

The student will get a verification email, with a code to their College email account.

Parents must enter the code to confirm the linking.

How to make a purchase:

Search for your items by using the Browse categories drop down list on the home page and add them to your basket.

Login with your college account information by clicking on 'Sign in with Microsoft' if you are a student – see above. Or if you are a parent/career then login with your registered email but ensure your account is linked to the student – see above.

For BCA bus passes there are 2 price zones – green for the outer zone and yellow for the inner zone. You can choose an annual pass which will last for the whole academic year or choose to pay each term.

There is also the option for a 'Financial Support Only' pass. This is available for students who are applying for BCA financial support and is available for students with a household income of £26,000 or less. To apply for financial support please complete an application on the PayMyStudent Financial support portal: <https://windsor-forest.paymystudent.com/portal/>

If you purchase a Financial Support pass and you do not qualify for financial support, you will be invoiced for the remaining balance of a term 1 bus pass for your route, and this will need to be settled for you to continue using the bus.

Select the items you wish to purchase and proceed to the checkout.

Pay for your items. You will receive a confirmation email.

Follow the instructions on the item page to redeem your purchase (this may require you to forward order confirmations to students).

If you are purchasing a BCA bus pass you will need to have evidence of your payment at your enrolment appointment so that the bus pass can be printed at the end of your enrolment appointment. Therefore, please ensure you retain your receipt with your order number so that we can locate your payment. If you are purchasing the pass after your enrolment appointment, then you will need to take your receipt to reception on your first day and the bus pass will be available to collect from there. You can travel to BCA on your first day without a bus pass enabling you to collect the pass during your first day in college.

If you have any problems, please email cashless@windsor-forest.ac.uk